

IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 11/14/2013

BOARD MEMBERS PRESENT: Keith Holloway – Vice Chair
Joshua R Thompson
Cathy Hart
Jonathan Paine

BOARD MEMBERS ABSENT: Zendi Fae-Hansen Meharry - Chair

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Eric Nelson, Board Prosecutor
Maurie Ellsworth, Legal Counsel
Marilyn London, Technical Records Specialist

OTHERS PRESENT: Zack Ward – Administrator-in-Training
Tony Smith - Benton Ellis

The meeting was called to order at 9:00 AM MST by Keith Holloway.

APPROVAL OF MINUTES

Dr. Paine made a motion to approve the minutes of August 1 and October 1, 2013. It was seconded by Mr. Thompson. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. She said that the proposed law change is posted to the Board's web page, and at this time, there have been no comments received.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board has a cash balance of \$22,180.17 as of October 31, 2013. The Bureau is keeping a close

watch on the declining balance and could recommend a fee increase in the future.

DISCIPLINE

Mr. Nelson presented a memorandum regarding case numbers NHA-2014-1, and NHA-2014-2. Mr. Thompson recused himself from discussion on case NHA-2014-2. After discussion, the Board gave recommendations for appropriate discipline.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Mr. Thompson made a motion to approve the Bureau's recommendation and authorize closure in case I-NHA-2013-6. It was seconded by Ms. Hart. Motion carried.

OLD BUSINESS

The Board reviewed the To Do List.

PRECEPTOR RECERTIFICATION

The Board reviewed a memo that will be sent to all approved preceptors reminding them of Rule 400.05.c, that states preceptors must be re-certified by the Board every ten (10) years. Mr. Thompson moved to approve the memo with noted changes and mail it to all preceptors. It was seconded by Ms. Hart. Motion carried.

NEW BUSINESS

AMENDED AGENDA

It was moved by Mr. Thompson that the agenda be amended to add comments from the public. The reason for the amendment is to allow Mr. Ward, who came to the meeting, to speak to the Board. It was seconded by Ms. Hart. Motion carried.

ADMINISTRATOR-IN-TRAINING

Mr. Ward requested to have his administrator-in-training application left open while he is searching for a new preceptor. The Board advised Mr. Ward that he

would need to have a new preceptor form completed and approved by the Board prior to continuing the administrator-in-training program.

CONTINUING EDUCATION COURSES

The Board reviewed continuing education courses for approval. It was moved by Mr. Thompson that the Board approve the following courses:

17th Annual Western Regional Trustee Symposium on June 5-7, 2013
Infection Prevention (Allied Health – ALTH-105) at North Idaho College
The Role of the Medical Director – Qualis Health

It was seconded by Dr. Paine. Motion carried.

CORRESPONDENCE

The Board reviewed a letter from an individual who has a master's degree in public health and would like to know if this degree would be considered for taking the examination for licensure in lieu of doing an administrator-in-training program. Mr. Thompson moved that the Bureau respond stating that according to Idaho Code 54-1610 the degree does not meet the requirements. It was seconded by Dr. Paine. Motion carried.

NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS

The Board reviewed the NAB membership renewal for \$1,500.00. It was moved by Mr. Thompson that the Board approve the payment of \$1,500.00 for NAB membership dues. It was seconded by Ms. Hart. Motion carried.

Mr. Thompson attended the NAB meeting in Sarasota, Florida on November 6 - 8, 2013. He reported that NAB is working on establishing credentials for administrators that will meet the standards for all states and also internationally. It has posted a video on its website regarding this process. The next meeting will be in Louisville, Kentucky on June 4, 2014.

EXECUTIVE SESSION

Mr. Thompson made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Hart. The vote was: Dr. Paine, aye; Ms. Hart, aye; Mr. Thompson, aye; and Mr. Holloway, aye. Motion carried.

Mr. Thompson made a motion to come out of executive session. It was seconded by Ms. Hart. The vote was: Dr. Paine, aye; Ms. Hart, aye; Mr. Thompson, aye; and Mr. Holloway, aye. Motion carried.

APPLICATIONS

Ms. Hart made a motion to allow applicant 901100118 to keep their application open and complete the NAB examination by January 1, 2014. It was seconded by Ms. Thompson. Motion carried.

It was moved by Mr. Thompson that the Board deny the application for Cameron Marlowe based upon not meeting the requirements in Idaho Code 54-1610. It was seconded by Ms. Hart. Motion carried.

It was moved by Mr. Thompson that the Board approve the applications for applicants 901050422, 901103013, 901129864, and 901129740. It was seconded by Ms. Hart. Motion carried.

It was moved by Mr. Thompson to rescind the motion that approved applicants 901050422, 901103013, 901129864, and 901129740. It was seconded by Ms. Hart. Motion carried.

It was moved by Mr. Thompson to approve Rebecca Campos and Jesse Shelton for licensure and Rachel Zimmerman for the administrator-in-training program. It was seconded by Ms. Hart. Motion carried.

It was moved by Mr. Thompson to deny the examination application for Darin Dransfield based upon not meeting requirements in Idaho Code 54-1610. It was seconded by Dr. Paine. Motion carried.

It was moved by Dr. Paine to approve the quarterly reports. It was seconded by Ms. Hart. Motion carried.

NEXT MEETING was scheduled for February 4, 2013 at 9:00 A.M. MST.

ADJOURNMENT

Mr. Thompson made a motion to adjourn the meeting at 11:05 A.M. MST. It was seconded by Dr. Paine. Motion carried.

Zendi Fae-Hansen Meharry, Chair

Keith Holloway

Joshua R Thompson

Cathy Hart

Jonathan Paine

Tana Cory, Bureau Chief